

**BY-LAWS FOR THE
EUREKA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)**

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Purpose/Mission

To serve as the Eureka County Local Emergency Planning Committee to facilitate all hazards emergency preparedness issues including Superfund Amendments and Reauthorization Act of 1986 (SARA) Title 3, Hazardous Materials and related public safety matters as determined appropriate by LEPC membership. The activities of the Committee are as follows:

- ♦ Facilitates hazardous materials and related public safety preparedness efforts, including planning, training exercises and mitigation (preventive measures).
- ♦ Apply for and administer grants supportive of the LEPC mission.
- ♦ Prepare, implement and maintain the Eureka County Local Emergency Planning Committee Hazardous Materials Emergency Response Plan and Guidelines. The plan will be reviewed annually.
- ♦ Provide local residents with access to information concerning hazardous materials under the "Community Right-To-Know" portion of the Emergency Planning and Community Right-To-Know (EPCRA) law.
- ♦ Assessment of resources necessary to implement the plan, and making recommendations to appropriate people, agencies and organizations regarding additional resources needed to implement the plan, as well obtaining input from agencies/departments/organizations of resources needed.
- ♦ Coordinate meetings, training and record keeping for all meetings.
- ♦ Improve public safety capabilities to respond to and deal with the impact of hazardous material incidents, accidents, or releases on our activities and the environment
- ♦ Plan, execute and prepare post incident reports on training exercises at least annually.
- ♦ Review and make recommendations on all grant requests.
- ♦ Develop, review and revise bylaws as needed and report annually to the SERC.
- ♦ Submit membership list to SERC annually for approval.
- ♦ Hold meetings as determined by need but shall occur at least once per calendar quarter.

Officers

The LEPC will elect a Chairperson and Vice-Chairperson during the first meeting of each calendar year. The elected officers will serve for a period of one year. The Chairperson and Vice-Chair positions are individual specific, not agency held.

Chairperson

- ♦ Set dates and times of the LEPC meetings
- ♦ Establish the LEPC agendas
- ♦ Be responsible for conducting meetings.
- ♦ Appoint sub-committee(s)

Report LEPC activities to the Board of County Commissioners, the Nevada Commission on Homeland Security, the State Emergency Response Commission (SERC) and the Nevada Division of Emergency Management.

Vice-Chairperson

- ◆ A Vice-Chair, who shall have the authority to act on behalf of the Chairperson in the event of the Chairpersons absence.
- ◆ If the Chairperson cannot fulfill their term, the Vice-Chair will immediately assume the role of the Chairperson and continue as Chairperson for the remainder of the term.
- ◆ If the Vice-Chair cannot fulfill their term, a special election may be held at the next meeting to elect a Vice-Chair to serve the remainder of the term.

Secretary/Treasurer

The Secretary/Treasurer position shall be a non-voting position. The duties shall include:

- ◆ Monitoring and tracking the distribution of all equipment.
- ◆ Processing and approving grant expenditures and providing quarterly or monthly reports to granting agencies.
- ◆ Keeping or causing to be kept all minutes of meetings, including subcommittee meetings.
- ◆ Keeping an attendance roster of each meeting and past meeting notices.
- ◆ Noticing each meeting in compliance with the Open Meeting Law.
- ◆ Keep a current listing of all committee members.

Membership

The LEPC shall consist of voting members from the following categories, as provided in 42 USC 11001:

- | | |
|--------------------------|----------------------------------|
| ◆ Elected State Official | ◆ Hospital |
| ◆ Elected Local Official | ◆ Transportation |
| ◆ Law enforcement | ◆ Broadcast and Print Media |
| ◆ Civil Defense | ◆ Community Groups; and |
| ◆ Firefighting | ◆ Owners/Operators of Facilities |
| ◆ First Aid | subject to the requirements of |
| ◆ Health | EPCRA |
| ◆ Local Environmental | |

However, not all categories have a representative available in Eureka County. The LEPC, at its discretion, may establish additional categories of representation as the need arises. One member may represent more than one category.

The department/agency supervisor shall be the member of the LEPC unless that person designates another member from his/her department/agency to represent their respective agency. Each designated department/agency within a category may specify a maximum of two alternate members. Each agency/department is entitled to no more than one vote per category.

In the event of a vacancy, the LEPC shall appoint a replacement to the Committee. The designated replacement member must be a representative from the same category as the member being replaced. The LEPC may consult with the affected agency in the category where the vacancy has occurred.

The LEPC may declare the existence of a vacancy and request the affected category recommend a replacement member whenever a member agency resigns or the actions of a member or alternate, as determined by the LEPC are consistently unproductive or contrary to the goals of the LEPC.

Financial

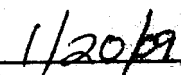
The LEPC activities will primarily be funded by grants obtained from SERC. Although some training and equipment may be funded through other grants, such as Homeland Security. When necessary, Eureka County will cover over expenditures and costs that do not fall under grants that have been awarded.

By-Laws

By-laws may be amended through a process by which the proposed changes are distributed in writing to LEPC members prior to the next meeting and then adopted at the meeting by a majority vote of the voting members present.

Approved and Adopted by the Eureka County Local Emergency Planning Committee


Mike Rebaleati, Chair


Date